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A G R E E M E N T

between

Bloomfield Board of Education

and

BLOOMFIELD EDUCATIONAL SECRETARIES ASSOCIATION

July 1, 1969 to June 30, 1970

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1- PREAMBLE

This Agreement of sixteen (16) pages entered into this 19th day of Nov., 1969, by and between the Board of Education of the Town of Bloomfield, New Jersey, hereinafter called the "Board" and the Bloomfield Educational Secretaries Association, hereinafter called the "Association" is for the school fiscal year beginning July 1, 1969 and ending June 30, 1970 and is in accordance with Chapter 303, Laws of 1968.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals or caused this instrument to be duly executed by their proper officers and their seal affixed, the day and year first above written.

Harold Brotherhood
President
Bloomfield Board of Education

Joan E. Ward
President
Bloomfield Educational Secretaries
Association

Attest:

John D. Maurer
Secretary
Bloomfield Board of Education

Archie E. Darling
Secretary
Bloomfield Educational Secretaries
Association

2- RECOGNITION

WHEREAS, The Bloomfield Secretaries Association has submitted a list of members by name, numbering forty-four, out of a total of forty-four staff persons on the secretaries salary guide, and

WHEREAS, Chapter 303 of the laws of 1968 provides that an association which enrolls the majority of public employees in a specific category of employment is the legal negotiating unit for such employees, and

WHEREAS, this list of members has been verified by an examination of the signature of each member with the official payroll of the Bloomfield Board of Education, now, therefore, be it

RESOLVED, that the Bloomfield Board of Education recognizes the Bloomfield Secretaries Association as the official negotiating unit for those secretaries on the adopted salary guide who are under contract to the Bloomfield Board of Education for the school year 1968-1969.

I, Robert E. Morris, Secretary of the Board of Education of the Town Bloomfield, in Essex County, New Jersey, do hereby certify that the above is a true copy of the resolution adopted by the Board of Education of the Town of Bloomfield, in Essex County, New Jersey, at a regular meeting of the Board held on the 18th day of December 1968.



Robert E. Morris, Secretary

3-NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Laws of 1968 in a good faith effort to reach an agreement on matters concerned with the terms and conditions of office personnel employment and grievance procedures. Such negotiations shall begin not later than November 1 of the calendar year preceding the school fiscal year in which this Agreement shall be in effect. Any Agreement so negotiated shall apply to all office personnel, be reduced to writing and be signed by the Board and the Association.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection, records deemed to be pertinent to the conditions of employment except those defined as classified and confidential by the State Department of Education. Not later than January 15 of each year, the Board shall provide the Association with a tentative budget figure for the next school fiscal year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be authorized to make proposals, consider proposals, and make counterproposals in the course of negotiations; however, final authority to approve proposals shall rest with the Board of Education and the Bloomfield Educational Secretaries Association according to the Constitution and By-Laws of the Association.
- D. The representatives of the Board and the representatives of the Association's negotiating committee shall meet upon request for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
1. Each party shall submit to the other, in writing, at least seven (7) days prior to the meeting, an agenda covering matters they wish to discuss.
 2. All meetings between the parties shall be scheduled to take place when the office personnel involved are free from assigned responsibilities.
 3. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and submitted to the Board and to the Association for consideration.

3-NEGOTIATION PROCEDURE - (Cont'd)

- E. This Agreement shall not be modified in whole or in part nor shall additional items be added by the parties except by an amendment in writing approved by the Board and the Association.
- F. If the Board and the Association are unable to agree, then either party may request of the other that the matter shall be submitted to advisory mediation. Such request shall be in writing, and the acquiescence therein shall also be in writing. If either party refuses such request, the matter will be referred to the New Jersey Public Employment Relations Commission.

The Board and the Association each shall select an advisor and notify the other of the advisor selected within ten (10) work days after the request for advisory mediation. A third member, who shall be chairman, shall be named by the first two within ten (10) work days.

This advisory board shall report recommendations for settlement within ten (10) work days. The recommendations shall be submitted to both parties and shall be made public.

Each advisor shall be paid by the party selecting him, and the expense of the chairman shall be shared equally by the Board and the Association.

- G. In the event an agreement cannot be reached, the matter shall be referred to the New Jersey Public Employment Relations Commission for fact finding and/or advisory mediation.

4 -GRIEVANCE PROCEDURE

Definitions

1. A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Two classes of grievances shall be considered:
 - a. A Class A grievance shall be an informal, personal, individual grievance. This grievance shall be one brought by an individual, and only an individual, in behalf of himself alone, in which the aggrieved person judges that his interests are best served by keeping the grievance confidential.
 - b. Class B grievances shall constitute all other grievances.

Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement.

Procedure

Each employee has a right to be heard by his supervisor, principal, assistant superintendents, superintendent, and board of education, on conditions concerning his employment. It is understood that he will proceed through the levels outlined in this procedure.

4 - GRIEVANCE PROCEDURE (cont'd)

All employees, including grievant or grievants, shall continue under the direction of the superintendent and other administrators, regardless of the pendency of the grievance until such grievance is officially resolved. The continuance of duty will not constitute an agreement as to the disposition of the grievance.

It is the intent of both parties in interest to process all grievances as expeditiously as possible.

For Class A Grievances

Level 1

Any aggrieved person may present his grievance to his principal/supervisor. After discussion of the grievance, the principal/supervisor must reach a decision within six (6) work days of the date in which the grievance was presented.

Level 2

If no resolution has been reached at Level 1, the grievance may be submitted in writing to the superintendent of schools within ten (10) work days. The superintendent must rule on the grievance within ten (10) work days. If the superintendent does not deem the grievance personal enough to fall within the Class A grievance category, it may only be continued under the Class B category and shall be resumed at level 2.

Level 3

If no resolution has been reached at level 2, the grievance may be submitted in writing to the Board within ten (10) work days. The Board must rule on the grievance within fifteen (15) work days. A party in interest may not be represented by any minority organization nor shall the minority organization present or process his grievance.

For Class B Grievances

Rights of Employees to Representation.

Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

For Class B Grievances

Rights of Employees to Representation - cont'd

Level 1

Any aggrieved person must present his grievance to his principal/supervisor within thirty (30) work days of the occurrence. After discussion of the grievance, the principal/supervisor must reach a decision within six (6) work days of the date in which the grievance was presented.

Level 2

If no resolution has been reached after the six (6) work day period, the aggrieved person may present his grievance to the Association within ten (10) work days. This presentation must be made in writing. This presentation will be made for the purposes of studying the merit of the grievance and/or to see if the grievance can be resolved through the grievance committee. The grievance committee reserves the right to consult with the aggrieved person's principal/supervisor in order to facilitate resolution of said grievance. A decision must be reached at this level within six (6) work days.

Level 3

If no resolution has been reached at level 2, the grievance may be submitted in writing to the superintendent of schools within ten (10) work days. The superintendent must rule on the grievance within ten (10) work days. He shall respond, after hearings, within this period in a written communication, a copy of which shall be forwarded to the Association.

Level 4

If no resolution has been reached at level 3, the grievance may be submitted in writing to the Board within ten (10) work days. The Board must rule on the grievance within fifteen (15) work days. The Board shall respond in writing within this period to the individual or group presenting the grievance and shall inform the Association of its action.

Level 5

If level 4 does not result in resolution, the aggrieved person may request in writing within ten (10) work days that the Association, through the proper officers and/or committees, submit the grievance to mediation. If the Association feels that the grievance is meritorious, it may submit the grievance to mediation within ten (10) work days after receipt of this request by the aggrieved person.

For Class B Grievances

Rights of Employees to Representation - cont'd

Level 5 - cont'd

The Board and the Association will each name one advisor. A third member, who shall be chairman, shall be named by the first two.

This advisory board shall report recommendations for settlement within ten (10) work days. The recommendations shall be submitted to both parties and shall be made public.

Each advisor shall be paid by the party selecting him and the expense of the chairman shall be shared equally by the Board and the Association.

Level 6

If the grievance is not resolved, the grievance shall be presented to the New Jersey Public Employment Relations Commission for fact finding and/or advisory mediation.

Miscellaneous

1. If, in the judgment of the Association Grievance Committee, a grievance affects a group or class of employees, the Grievance Committee may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at level 2. The Association Grievance Committee may process a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. Decisions rendered at level 1 under Class B Grievances which are unsatisfactory to the aggrieved person, shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the chairman of the appropriate association committee.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofor referred to in this section.

5-BOARD OF EDUCATION'S LEGAL PREROGATIVES

Nothing in this agreement shall be construed to diminish or remove from the Bloomfield Board of Education the authority or responsibilities which are vested in it by New Jersey Revised Statutes Title 18A.

6-TERMS AND CONDITIONS OF EMPLOYMENT

A-1 Working Hours

All office personnel will be on duty from 8:00 A.M. to 4:00 P.M. during the days school is in session. All personnel will be entitled to a one hour lunch period.

A-2 Vacation Policy

- A. All 42 week personnel will be entitled to the regular school vacations.
- B. All 44 week personnel will be entitled to the regular school vacations except the periods from the first day of September to the opening day of school and from the close of school in June until June 30.
- C. All 52 week personnel will be entitled to a fifteen (15) day vacation for each fiscal year after completing one year of employment. Personnel who begin employment after July 1 will be entitled to a pro-rata portion of the annual vacation allowance.
- D. All 52 week personnel who have completed twenty (20) years of service with the Bloomfield Board of Education will be entitled to a twenty (20) day vacation for each fiscal year (July 1 to June 30).

A-3 Office Holidays (Attached)

A 3-OFFICE HOLIDAYS

1969-1970

A. Twelve Month Personnel (Classification A, C, D, and F)

July 4	Friday- Independence Day	Closed
September 1	Monday- Labor Day	Closed
November 7	Friday- N. J. E. A. Convention	Closed
26	Thanksgiving Recess	12:30 Closing
27	" "	Closed
28	" "	Closed
December 23	Tuesday- Christmas Recess	12:30 Closing
24	Wednesday- Christmas Recess	Closed
25	Thursday, - Christmas Day	Closed
31	Wednesday - New Year's Recess	12:30 Closing
January 1	Thursday- New Year's Day	Closed
2	Friday- New Year's Recess	Closed
February 27	Friday- Winter Recess	Closed
March 27	Good Friday	Closed
May 29	Friday- Memorial Day Recess	Closed

B. Ten Month Personnel

1. Elementary Schools (Classification H and I - 42 weeks)

Secretaries will report for duty on September 2, 1969, and work the regular school calendar.

2. Secondary Schools and Administration Building (Classifications B, E, and G- 44 weeks)

Secretaries will report for duty on September 2, 1969, and work the regular school calendar until June 30, 1970.

A-4- Office Personnel - Classification Assignments

School Year 1969-1970

<u>Classification</u>	<u>Position Title</u>	<u>Position Location</u>	<u>Number of Positions</u>
-	Executive Asst.to Supt. of Schools	Superintendent's Office	1
-	Executive Asst. to Board Secretary and Asst. Supt.	Board of Ed. Office	1
A	Office Manager	Senior High School	1
	Bookkeeper	Business Office	1
	Payroll Bookkeeper	Business Office	1
B	Office Manager	North Jr. High School	1
	Office Manager	South Jr. High School	1
C	Secretary	Curriculum Office	1
	Secretary	High School Principal	1
	Secretary	Business Office	1
D	Secretary	Superintendent's Office	1
	Secretary	Business Office	1
	Secretary	Visiting Teachers Office	1
	Secretary	High School Guidance	1
	Asst. Office Manager	Senior High School	1
E	Asst. Office Manager	North Jr. High School	1
	Asst. Office Manager	South Jr. High School	1
	Secretary	Child Guidance Office	1
F	Clerk-Typist	High School Office	1
	Secretary	Curriculum Office	1
	Switchboard Operator and Receptionist	School Admin. Bldg.	1
	Clerk-Typist	Business Office	2
G	Clerk-Typist	Senior High School	1
	Secretary	Music & Phys. Ed.	1
	Clerk-Typist	South Jr. High School	2
	Clerk-Typist	North Jr. High School	2
	Library Clerk	Senior High School	2
	Library Clerk	North Jr. High School	1
	Library Clerk	South Jr. High School	1
	Library Clerk	Elementary Schools	1
	Library Clerk	Processing Center	1
H	Elementary Secretary	Forest Glen	1
		Oak View	1
		Brookside	1
		Watessing	1
		Franklin	1
		George Morris	1
		Brookdale	1
I	Elementary Secretary	Fairview	1
		Carteret	1
		Demarest	1
		Berkeley	1

A 5-SALARY GUIDE AS ADOPTED BY THE BOARD OF EDUCATION OF THE TOWN OF BLOOMFIELD, NEW JERSEY
MARCH 19, 1969

RESOLVED, that the following schedule shall be and hereby is adopted as a guide for the salaries of employees of the Board of Education, effective as to the office personnel, only upon recommendation of the Superintendent of Schools or Board Secretary and Assistant Superintendent of Schools in Charge of Business Affairs, when said recommendations have been approved by the Board. The following guide shall not under any circumstances be considered as mandatory or binding upon the Board of Education or as entitling any employee to any salary therein mentioned unless and until the same has been specifically fixed by the Board of Education upon recommendation as aforesaid.

SALARY GUIDE FOR OFFICE PERSONNEL
EFFECTIVE JULY 1, 1969 - ANNUAL SALARIES

Classification Work Year	A 52 wks	B 44 wks	C 52 wks	D 52 wks	E 44 wks	F 52 wks	G 44 wks	H 42 wks	I 42 wks
1	\$4978	\$4036	\$4617	\$4557	\$3616	\$4256	\$3488	\$3560	\$3754
2	5178	4180	4817	4757	3746	4424	3605	3683	3877
3	5378	4324	5017	4957	3876	4592	3722	3806	4000
4	5578	4468	5217	5157	4006	4760	3839	3929	4123
5	5778	4612	5417	5357	4136	4928	3956	4052	4246
6	5978	4756	5617	5557	4266	5096	4073	4175	4369
7	6178	4900	5817	5757	4396	5264	4190	4298	4492
8	6378	5044	6017	5957	4526	5432	4307	4421	4615
9	6578	5188	6217	6157	4656	5600	4424	4544	4738
10	6778	5332	6417	6357	4786	5768	4541	4667	4861
11	6978	5476	6617	6557	4916	5936	4658	4790	4984
12	7178	5620	6817	6757	5046	6272*	4775	4913	5107
13	7378	5764	7017	7157*	5176		5009*	5036	5230
14	7778*	5908	7417*		5306			5282*	5476*
15		6052			5566*				
16		6340*							
Yearly Increment	(200)	(144)	(200)	(200)	(130)	(168)	(117)	(123)	(123)

* Double Increment
 \$25 additional after 25 years of service OR at age 60 as of June 30, 1969 (with at least ten consecutive years of service in Bloomfield).

A 6-RULES GOVERNING EMPLOYEES' ABSENCES

(Effective July 1, 1963)

All prior rules governing employees' absences are hereby rescinded.

I. Allowance for Personal Illness

1. An employee having less than 10 years continuous service shall be allowed sick leave with full pay at the rate of one day per month employed in any school year.
2. An employee having more than ten years continuous service shall be allowed sick leave with full pay at the rate of two days per month employed in any school year.
3. In case of sick leave claimed, the Board may require a physician's certificate to be filed with the Secretary of the Board of Education.
4. Sick leave is hereby defined to mean the absence from his or her post of duty, of the employee because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
5. If any employee requires in any school year less than the above specified number of days of sick leave with full pay allowed, a maximum of ten days (ten month employees) or twelve days (twelve month employees) of such leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.

II. Extended Absence for Illness

When absence, under circumstances described above, exceeds the annual leave and the accumulated leave, the Board will consider each case on its individual merits.

III. Allowance for Absence Other than Personal Illness

This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system. The provisions for leave at full pay stated below shall be for one year, and no unused days shall be accumulative for use in another year:

1. Death in the Immediate Family - An allowance of up to five days leave shall be granted.

Definition: Immediate family shall include - husband, wife, mother, mother-in-law, father, father-in-law, child, sister, brother, grandfather, grandmother, or anyone making his or her home with the family or anyone who actually stands in the position of a member of the immediate family to the employee.

2. Serious Illness in the Immediate Family - An allowance of up to three days leave shall be granted. (Immediate family same as (1) above).
3. Death of Relative of the Second Degree - An allowance of one day's leave

A 6-RULES GOVERNING EMPLOYEES' ABSENCES (Cont'd.)

shall be granted.

Definition: Uncle, aunt, niece, nephew, cousin or relative by marriage.

- IV. Other Emergencies of Personal Nature - An allowance of up to a total of three (3) days leave during a school year, with prior approval, by the Superintendent of Schools for the following reasons:

(The three (3) day allowance is the total leave for a, b, c, and d. It is not three days leave for each).

- (a) Observance of a day of holy obligation (days on which the religious tenets of an employee's faith prohibits work).
- (b) Court subpoena.
- (c) Marriage of employee.
- (d) Any other emergency or urgent reason not included in (a) to (c) above, if approved by the Superintendent of Schools or the Board of Education.

- V. An allowance of a total of one (1) day leave during a school year, with prior approval, for the following:

(The one (1) day allowance is the total leave for a, b, c, d, e, f, and g. It is not one day for each).

- (a) Moving.
- (b) House closing.
- (c) Graduation of son, daughter, or spouse from college.
- (d) To receive a degree.
- (e) To take a special professional examination.
- (f) To enter a son or daughter into his or her first year of college, provided a formal request is made to the Superintendent at least one week prior to the day requested.
- (g) Any other emergency or urgent reason not included in (a) to (f) above, if approved by the Superintendent of Schools or the Board of Education.

For the protection of the employee and for proper payroll accounting and audit, every absence for a half day or more must be accounted for on the regular Board of Education Employee's Absence Report.

Adopted by the Board of Education
March 20, 1963 - Revised September
9, 1966.

A7 - MATERNITY -- PATERNITY LEAVE POLICIES

MATERNITY LEAVE POLICY

On April 17, 1961, the Board of Education amended the maternity leave policy to read as follows:

"Respecting maternity leaves, the Board of Education shall require a leave without pay beginning with three (3) month's pregnancy and continuing for a period of not less than one (1) year, and such additional time as the Board of Education deems necessary. A teacher's leave of absence should extend until the beginning of school in September or to the beginning of the second semester at the end of January, so that classes will not be interrupted. At the end of the third month of pregnancy, an exception may be made by special permission of the Superintendent of Schools."

PATERNITY LEAVE POLICY

Although it has never appeared in our written policy, it has been a practice for many years to allow the father of a new born child to be absent from duty, if necessary, without the loss of salary for a period of one (1) work day. This is in addition to any other leaves provided in the leave policy.

A 8-HEALTH-CARE INSURANCE PROGRAMS

- A. The Board of Education will pay the premium for each employee who enrolls in the following health-care insurance programs while under contract with the Board:
 - 1. Hospital Service Plan of New Jersey (Blue Cross).
 - 2. Medical Surgical Plan of New Jersey (Blue Shield).
 - 3. Rider "J" (Extended benefits under Blue Cross and Blue Shield).
 - 4. Major Medical Insurance - Prudential Insurance Company of America.
- B. Provisions of the health-care insurance programs shall be detailed in master policies and in individual contracts issued to employees who enroll.
- C. Employees may enroll their dependents in the health-care insurance programs and pay the monthly premiums on a payroll deduction plan.